



## Preesall Town Council

### Civic Events Committee Terms of Reference

#### **1. Committee**

The Civic events committee is constituted as a standing committee of Preesall Town Council. The primary responsibility of the committee is to organise and manage the town council's annual civic activities and any other duties and activities as directed by full council.

#### **2. Terms of reference**

The terms of reference of the Civic events committee are to be reviewed at the first meeting of the committee after the Annual Meeting of the full council or when necessary. Appropriate recommendations are to be made to full council. In election year they are reviewed by full council.

#### **3. Members**

Membership is limited to a maximum of six councillors, with the preferred number being 4; all serving councillors may request to be appointed to the committee. Membership is to be reviewed and voted on annually at the Annual Meeting of the full council. The quorum necessary for the transaction of business shall be three, one of whom must be chair of the committee or his/her nominee in the event of absence. The incoming mayor be expected to join, or at least attend meetings of, the civic events committee.

#### **4. Chair**

The chair is to be elected annually by the committee at its first meeting after the Annual Meeting.

#### **5. Voting**

Only appointed members of the committee may vote and participate at a meeting. In the case of an equal vote the chair shall have a second or casting vote.

#### **6. Interests**

If a member has a personal interest as defined by the Code of Conduct adopted by the town council then they shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required. N.B. If a Member who has declared an interest then considers the interest to be prejudicial, they must withdraw from the room during consideration of the agenda item to which the interest relates.

## **7. Meetings**

The committee will meet as the workload requires.

The agenda shall be circulated in advance by e-mail, giving three clear days' notice, and stating venue, time and date of the meeting.

All meetings of the committee are to be publicised on the notice boards and the council's website.

Items to be discussed at the meetings are limited to those that are included on the agenda for the meeting.

The Town Clerk, who is the Responsible Financial Officer (RFO), will attend all meetings of the committee and is responsible for the maintenance of any documents and records necessary for the effective fulfilment of the committee's responsibilities (below).

The Clerk to the council shall act as the secretary of the committee. The Clerk shall minute the proceedings and resolutions of all meetings of the committee including recording the names of those present and in attendance.

The public and press may be admitted to address the committee meeting about items on the agenda. Members of the public and press may speak in accordance with the council's Standing Orders however they may be excluded from the meeting if confidential business is to be transacted.

Minutes of committee meetings shall be circulated to all members of the committee and shall be considered and approved at the next committee meeting.

Minutes taken will be published and lodged with the town council in accordance with the town council's Standing Orders. All Minutes shall be open for inspection by any member of the town council or public.

## **8. Responsibilities**

The Civic events committee has delegated authority from Preesall Town Council to:

- a. Organise and manage events, as it sees fit, on behalf of the town council.
- b. Approve financial expenditure in planning and running events up to the amount agreed in the council's budget.
- c. Ensure the council is adequately insured for events.
- d. Ensure that events are properly risk assessed.
- e. Produce a financial report at the end of each event showing receipts and expenditure.
- f. Undertake any other duties and activities as directed by full council.

## **9. Duration**

The committee will run until such time as the majority vote of the full council deems it no longer necessary.

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